

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Workforce Planning and Recruitment Analyst	
		Division and/or Subdivision Personnel Services Workforce Planning and Recruitment Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters West Sacramento	
		Class Title of Position Staff Services Analyst (General)	
		Position Number 541-031-5157-736	
		Effective Date October 11, 2021	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the supervision of the Staff Services Manager I, Workforce Planning and Recruitment Unit (WPRU), the Workforce Planning and Recruitment Analyst will work independently, and with other analysts, or as a team, performing less complex analytical assignments associated with all aspects of workforce planning, succession planning, and recruitment, including research, policy and program support for The Department of Forestry and Fire Protection (CAL FIRE).		
30%	*Assist in the implementation of strategic human resources initiatives including workforce and succession planning, program risk assessment and mitigation, and improving operational processes and performance management. Assist in the collection, analysis, and preparation of reports relevant to workforce planning, succession management and recruitment. Assist in the research and analysis of CAL FIRE demographics, hiring data, industry trends, and industry hiring events to support workforce development, succession planning, and recruitment initiatives. Identify best sources of advertisement, based on the geographical location of the identified hard to fill classifications, and provide recruitment plans and recommendations to management. Utilize recruitment and workforce data from various sources to create meaningful, relevant, and visually engaging social media content, questionnaires, surveys, pamphlets, brochures, flyers, and presentations for recruitment activities.		
	*Using established methodologies and best practices, perform the less complex duties associated with workforce planning, succession planning, and recruitment, associated with, but is not limited to the following: classification and job-specific research, focused recruitment strategies, coordinating project teams, organizing, and facilitating workshops, focus groups, job fairs, questionnaires, and surveys. Evaluate all workforce planning and recruitment efforts in attracting and hiring a talented and diverse workforce.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Required travel of up to 10% or more. This travel may be local or statewide and may result in overnight stays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory _____			
Initials and date _____			

Working Title of Position
Workforce Planning and Recruitment Analyst

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

*Identify recruitment event opportunities statewide, coordinating the attendance of CAL FIRE staff at events if needed, and attend events statewide, with a subject matter expert, to attract a diverse workforce. Prepare statewide recruitment training to educate prospective candidates, and other agencies, as well as training CAL FIRE programs on how to attract and hire a talented and diverse workforce. Attend the Quarterly Workforce Planning Forum and Statewide Recruiters' Roundtable meetings to stay up to date on state and industry standards.

10%

*Research and report best practices for human resource data collection processes and assist with continuous improvement efforts and implementation of best practices. Assist in the development and maintenance of detailed written procedures for workforce planning and recruitment processes. Gather, analyze, and interpret statistical recruitment data for comprehensive reports to present to management. Compile recruitment data and write annual reports on recruitment goals and achievements, presenting completed report to management.

10%

*Provide support to various CAL FIRE teams with duties or activities related to workforce programs, processes, and outreach and onboarding efforts. Assist in creating systems for efficiently, effectively, and accurately tracking program participation and activities and make recommendations for improvements, including program goal setting, achievement, and performance measurement efforts.

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Job qualifications and/or conditions of employment: **Required travel of up to 10% or more. This travel may be local or statewide and may result in overnight stays.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date